

3-16.000 INFORMATION MANAGEMENT

3-16.110 Case Management Reports -- Automated Case Management Systems

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3-16.110 Case Management Reports -- Automated Case Management Systems

A. Local Caseload Management Systems. Each United States Attorney's Office has a local caseload management system -- PROMIS, TALON, or USACTS-II. Information is used locally and is submitted to the Executive Office for United States Attorneys for inclusion in the central caseload management system. In most districts, these systems are also used to track debt collection activities.

Each office has a System Manager who is responsible for day-to-day operation of the computer and for assisting data entry personnel. A User's Manual is provided for each system, which details the information and data entry requirements, as well as monthly submission requirements. The Case Management Staff, Executive Office for United States Attorneys, provides software and user support for the case management systems.

B. Central Caseload and Collections System. The United States Attorneys are responsible for reporting their activities to the Attorney General. For that purpose, the Case Management Staff, Executive Office for United States Attorneys, maintains a central caseload and collection management system. This system is used to respond to numerous requests for statistical information and to produce management reports for use within the Department of Justice. The same information is used to produce the United States Attorneys' Annual Statistical Report and to meet the accounting requirements for debts collected by United States Attorneys. Credit is given based on the date information is submitted to the Executive Office. The cut-off date for each fiscal year is September 30.

3-16.120 United States Attorneys' Monthly Resource Summary Report

The USA-5, United States Attorneys' Monthly Resource Summary Report, and USA-5, Supplement to the Monthly Resource Summary Report, provide a means for reporting the use of personnel resources allocated to United States Attorney offices on a monthly basis. The information collected from this report is used for budget formulation and justification, responding to ad hoc inquiries concerning the allocation of United States Attorney resources to specific programs, and monitoring the allocation of congressionally appropriated resources.

An automated version of the USA-5/5A System has been distributed to all United States Attorneys' offices. It is supported by the Case Management Staff, Executive Office for United States Attorneys. The USA-5 and USA-5A reports are to be submitted no later than the 15th calendar day of the following month to the Central

Systems Service, Case Management Staff, Executive Office for United States Attorneys. The cut-off date for each fiscal year is October 15 of the following fiscal year.

3-16.130 Continuous Case Management Data Quality Improvement Plan

See the EOUSA Resource Manual at 135.